

DD/A Registry
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23 SEP 1977

DD/A Registry
File Supervision of budget

MEMORANDUM FOR: Acting Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT : NFIP/OMB Budget Hearings (U)

1.(A/IUO) Hearings on our FY 1979 zero-base budget begin on 26 September 1977. The Office of Management and Budget (OMB) and the Intelligence Community Staff representing the Director of Central Intelligence will hold joint hearings chaired by the examiner for the IC Staff. Because the review will cut across programs of all agencies in the Intelligence Community, IC Staff and OMB examiners responsible for other Community programs may attend selected hearings on CIA programs. We will not always know ahead of time which examiners of other programs will be in attendance, but we will try to keep you as well informed as we can as far in advance as possible.

2.(A/IUO) Hearings will be held in Room 4E05 of the CIA Headquarters Building. Morning sessions are scheduled to begin at 10:15 and afternoon sessions at 2:45. Separate work sessions will be held by the IC Staff and OMB examiners with the Comptroller's Office to deal with technical budget and other matters that do not concern substantive program issues. One representative from the directorate involved will be invited to attend the work sessions which normally will be held prior to scheduled hearings. It is important that we give the best possible representation of our budget request at the hearings. Program managers must convey a feeling of confidence that we know what we want and need, and what resources are necessary to accomplish our purposes. Program managers should plan a brief overview of their requested program and be prepared to respond to questions from the examiners. You are requested to limit attendance to the office/division head or his deputy and one other officer of his choice. One representative from the directorate staff is also invited to attend. Representatives of the Office of the Comptroller will be present at all hearings to assist in the presentation and defense of your programs.

3.(A/IUO) This year, as you know, the budget is structured for the first time in a zero-base format. Insofar as possible the hearings will parallel this format. In some cases this means that more than one component will be required to participate in a particular hearing. To the extent practical, we suggest that the deputy director concerned designate a single principal spokesman for each hearing and advise the appropriate group chief

in our office as far in advance of the hearing as possible. Others in attendance should limit their participation to answering questions referred to them by the principal spokesman. Presentations should be directed at selling the requested level. Selected high-priority items over guidance may also be addressed at the discretion of the program manager.

4.(A/IUO) We will be receiving from the IC Staff and OMB questions which components will be asked to address orally during the hearings. We will make these available to you as soon as we have them. We expect to receive separately, questions calling for written answers from components not scheduled for hearings and these, too, will be furnished to you as soon as we have them.

5.(A/IUO) If you plan to use handouts during the hearings, please be sure that copies are available to this office. If the examiners ask STATINTL for copies of any of the materials used during the hearings, please refer the request to the representative of the Comptroller's Office in attendance. He will arrange for appropriate transmittal and maintain a record of materials transmitted.


James H. Taylor
Comptroller

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